

OFFICIAL FINGERPRINT INSTRUCTIONS

Per KRS 327.310, the Kentucky Board of Physical Therapy has the legal authority to require a criminal background investigation of an applicant for licensure by requiring fingerprinting of the applicant.

REQUEST a fingerprint card from the Kentucky Board of Physical Therapy by emailing your name and full mailing address to KYBPT@ky.gov

Completed fingerprint card & payment must be sent to:

Kentucky State Police
Records Branch
1266 Louisville Road
Frankfort, KY 40601

DO NOT send fingerprint card or payment to the board. We will include a pre-addressed envelope to KSP for your convenience. Please affix proper postage. Do not fold or staple the card.

PLEASE NOTE: You must include a check or money order for \$33.25 total (\$20/state background check, \$13.25/FBI background check) payable to the Kentucky State Treasurer.

STEP-BY-STEP INSTRUCTIONS:

1. **REQUEST a fingerprint card from the Kentucky Board of Physical Therapy by emailing your name and full mailing address to KYBPT@ky.gov**
2. In **black ink only**, complete **ALL** of the fields noted below on the enclosed fingerprint card. **Incomplete cards will not be accepted and will delay your application. The ORI number and Reason Fingerprinted must be included or card will be rejected.**

If not pre-printed – in space marked ORI please write: KY920233Z, KY BD PHY THERAPY, LOUISVILLE, KY

If not pre-printed – in space marked Reason Fingerprinted please write: KBPT - Applicant for Licensure, KRS 327.310

Last, First, and Middle Name

Aliases

Signature and Residence of Person Being Fingerprinted

Date and Signature of Official Taking Fingerprints

Date of Birth

Citizenship

Sex

Race

Height

Weight

Eye Color

Hair Color

Place of Birth (State or Country)

Social Security Number

3. **Take completed fingerprint card to one of the following entities for fingerprinting:**
 - a. Any Kentucky State Police post, or
 - b. Louisville Metro Corrections, or
 - c. Any participating United Parcel Services (UPS) store, or
 - d. Any local police or sheriff's station trained to do fingerprinting

Fingerprints must be rolled in black ink only. Fingers must be clean and dry. You will likely be charged an additional nominal fee for fingerprinting at the time of service.

4. **Mail** completed fingerprint card **and** a check or money order in the amount of \$33.25, made payable to the Kentucky State Treasurer to the Kentucky State Police. A pre-addressed envelope has been provided. You must affix the proper postage.

KBPT is not in control of the time it takes to obtain your background check. We recommend that you begin this process approximately 3 months prior to taking the NPTE or as soon as possible if you are applying for reinstatement or license by endorsement. Results are valid for six months from receipt.

FINGERPRINT USE AND CHALLENGE INFORMATION

The Kentucky Board of Physical Therapy has the legal authority, KRS 327.310, to require a criminal background investigation of an applicant for licensure by requiring fingerprinting of the applicant.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

“Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and receive FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI’s CJIS division records system, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.”

To obtain your FBI criminal history report:

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Several different options are available. You will have to get fingerprints taken again.

To obtain a copy of your state criminal history report:

Fill out and submit the “KSP Criminal History Review Request” form. Click [here](#) for a copy of the form. The fee is \$20.